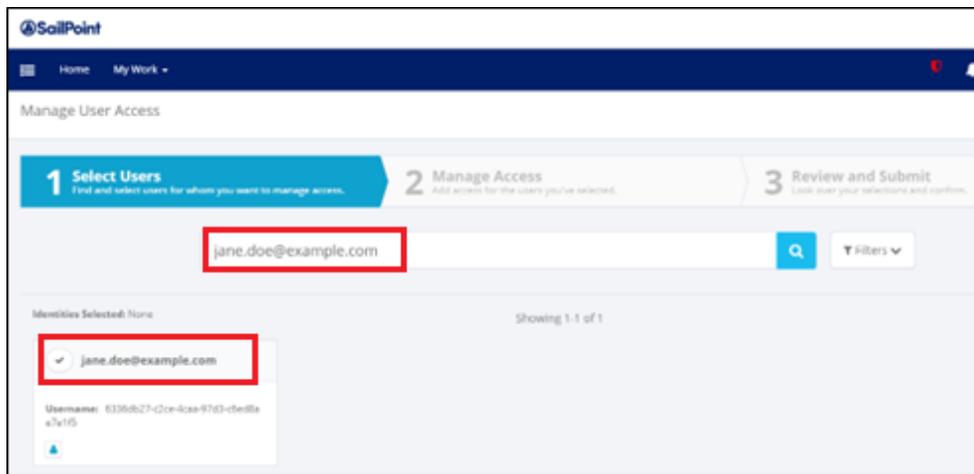


## Remove User Access in SailPoint IIQ

To remove OTCnet user access, complete the following steps:

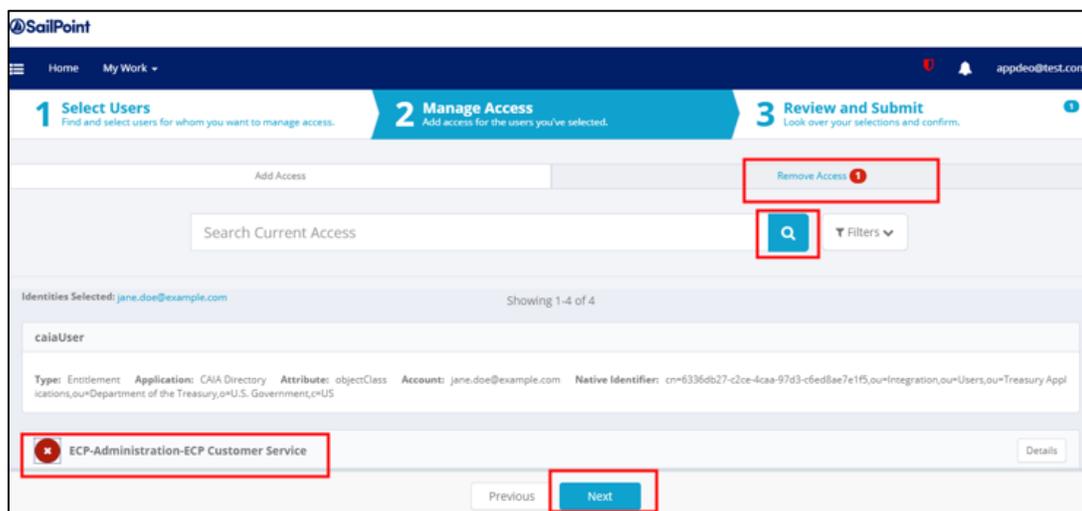
1. At the top left of left of the application, select the **Hamburger Menu** to display the options.
2. Select the **Manage Access** option, then select **Manage User Access**.
3. Search for the user by typing their **email address** and select the **Search** button (blue magnifying glass) as shown in Figure 1.
4. Select the **checkmark** to the left of the user's **email address** in the returned search result, then select **Next** at the bottom of the page.

Figure 1: Search Users Screen



5. Select **Remove Access** as shown in Figure 2. Then select the **Magnifying Glass** icon to the right of the text box to return all currently assigned **HLOs or roles** for the selected user. Select **Next**.

Figure 2: Remove User Access Screen



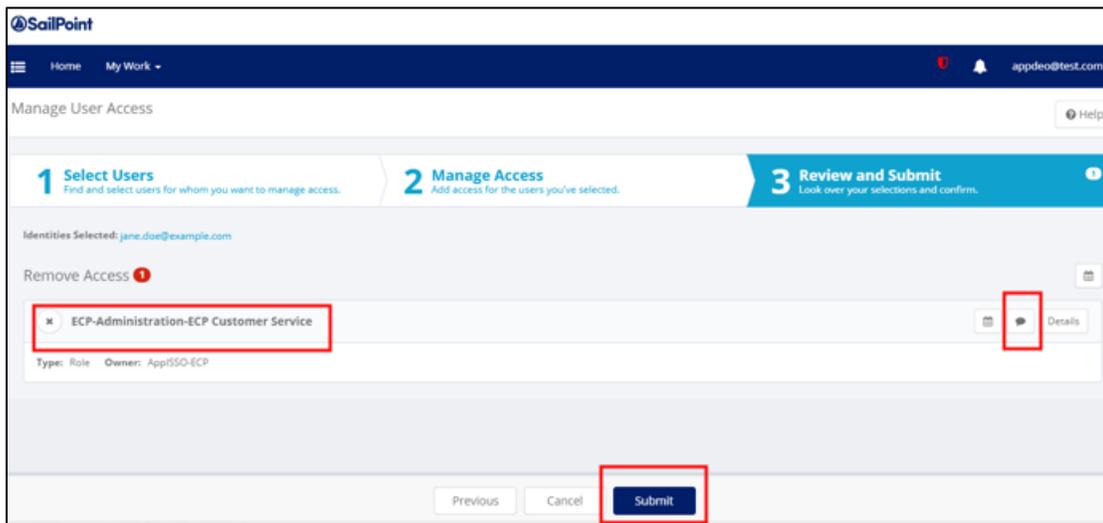


### Application Tip

The requestor will only be able to remove **HLOs or roles** that they are authorized to manage.

6. Review the information to confirm the removal as shown in Figure 3. You may add any comments using the **voice bubble** on the right side. Then select the **Submit** button to confirm the changes.

Figure 3: Review and Submit Remove Access Screen



### Application Tip

If the information is incorrect, select the **Previous** button to modify the removal.